

**441—155.8(235A) Quarterly project progress reports.** All grantees shall supply the contractor with quarterly progress reports that include but are not limited to the following information.

**155.8(1)** The grant dollars expended as they relate to each line item in the budget.

**155.8(2)** A list of activities completed on schedule.

**155.8(3)** Any activities not completed on schedule and the reason for the delay.

**155.8(4)** The number of clients served and the services provided.

**155.8(5)** The major goals for the next quarter.

**155.8(6)** Any general comments on the progress of the project.